



The Legislative Service Bureau invites applications for the position of:

## Part-time Legislative Delivery Aide

Posting Period: 12-19-12 to 1-10-13

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| <b>Department</b>           | Legislative Service Bureau (LSB) — Legal Division  |
| <b>Status</b>               | Part-time, Leased Employee Position  |
| <b>Annual Work Schedule</b> | Employee is needed only when the Legislature is in session:<br>January to June 30 and September to mid-December.<br>Employee may also serve as back-up during the summer months. |
| <b>Weekly Work Hours</b>    | Tuesdays & Wednesdays, 8:30 a.m. - 5:00 p.m. (7.5 hours per day) and<br>4.5 hours on Thursdays, 8:30 am - 1:00 pm (19.5 total hours per week)                                    |
| <b>Pay Rate</b>             | \$10.30 per hour — No Benefits   |
| <b>Job Location</b>         | Boji Tower — 3rd Floor, 124 W. Allegan Street<br>Downtown Lansing, MI  |
| <b>Application Period</b>   | Applications accepted until 1-10-13 or until job is filled   |

### GENERAL DESCRIPTION OF JOB DUTIES

Under general supervision, this individual assists the LSB Legal Division by delivering materials to legislative and State offices in the downtown Lansing area. Operates high-volume Xerographic equipment and works with supervisor to prioritize work assignments. Assists with picking up and distributing mail. Performs routine clerical functions and computer work, such as maintaining accurate delivery records, filing, labeling and sorting materials as directed. Assists with miscellaneous special projects and errands, which may include lifting, moving office furniture, and loading and transporting boxes (up to 50 pounds). Work is performed according to established procedures and guidelines in a team-oriented environment.

### REQUIRED EDUCATION

High school diploma or GED required; some college coursework preferred.

### DESIRED EXPERIENCE / SKILLS

- Some office experience desired. Word processing and computer experience required.
- Dependability, reliability and promptness are required.
- Ability to work with others in a team environment required.
- Individual shall exhibit a professional demeanor and be a good representative for the Legislative Service Bureau. Must have excellent interpersonal and customer service skills and a positive attitude.
- Ability to maintain confidentiality and be non-partisan required.
- Ability to multi-task with strong attention to detail. Ability to work under time constraints and changing priorities.

### ADDITIONAL REQUIREMENTS

- Employee must be willing and able to work in all types of weather conditions and have the physical stamina to walk to downtown office buildings on a frequent, daily basis.
- Must be willing and able to work overtime and irregular hours when needed.

### HOW TO APPLY

**Application materials accepted by email only and must be received 5 pm on January 10, 2013.** To apply, send your resume, along with a cover letter stating your hours of availability, skills and qualifications, and why you are interested in this part-time position. Send materials to: [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov)

### AGENCY INFORMATION

The Legislative Service Bureau is a nonpartisan, legislative information and service agency of the Legislative Council. All employees are unclassified, at-will employees, except for Print Shop union members. All employees are required to maintain confidentiality and be non-partisan. For questions, call the LSB Human Resources Office at 517-373-9643.

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The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office at 517-373-9643.